



OFFICE OF LEGISLATIVE  
OPERATIONS

## Seasonal Committee Assistants

The Office of Legislative Operations is hiring Committee Assistants for the 2024 legislative session, in support of the standing committees of the Vermont General Assembly.

The Committee Services team provides daily administrative support to House and Senate committees during the Legislative session. Each Committee Assistant is assigned to a specific committee and works closely with its Chair to ensure an efficient focus of the committee work. Committee Assistants post agendas, maintain the Committee Information Page, schedule hearings and witnesses, facilitate remote meetings, and support communication to the staff, lobbyists, other state representatives, and the general public.

The starting wage is \$23.05 per hour. This is a full-time, seasonal position without health benefits, located in Montpelier, VT. Paid training will take place December 18-22, 2023. This role will start full-time on January 2, 2024, with an anticipated end date of mid-May 2024.

Applicants must be proficient in the Microsoft Suite and remote work software, such as Zoom; detail-oriented, with excellent organizational, interpersonal, and customer service skills; be able to remain nonpartisan in a political environment; and be willing to interface with all legislators, staff, and members of the public. No legislative experience is necessary, and training will be provided.

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: [HRApplications@leg.state.vt.us](mailto:HRApplications@leg.state.vt.us). Please put your name and "Committee Assistant" in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.